

# PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer MSGT DAMIAN M. ARMIJO				Office Symbol RSOPA		Series Number 608		Signature of Action Officer		Review Date	
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date
1	RSOP/ CCU	Coord	RSOP _____ CCU _____	5				9			
2	JA	Coord	JA _____	6				10			
3	RSO/ CCU	APPR	RSO _____ CCU _____	7				11			
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**FROM:** HQ AFRS/RSO

**SUBJECT:** FY03 Softbook Program

**TO:** All Operations/MEPS Personnel

1. The following information and guidelines are provided to manage the Softbook Program for 2003 high school graduates. The list of GTEPs, are attached.

## 2. GENERAL INFORMATION:

a. **DEFINITION/PURPOSE:** Softbooking is a manual process used to obtain a reservation on an applicant, allowing us to attract the "quality" student before they commit to one of our sister services or other employment opportunities. It is designed to encourage these applicants to perpetuate among their friends during their senior year. We have allocated 2,000 softbook jobs for FY03.

b. **DURATION:** The FY03 softbook program will run from 3 JUN 02 through 28 Sep 02. Additionally, cutoff dates are established by month. After these cutoff dates, groups will not be allowed to make changes or additions to the month's list of softbook applicants. These dates are firm—NO EXCEPTIONS. The cutoff dates below are when all Groups are required to send the Softbook spreadsheet to RSOPB:

JUN 03 EADs send to RSOPB NLT 24 JUN 02, 1400 HRS CST (Bookings completed by 26 Jun)

JUL 03 EADs send to RSOPB NLT 25 JUL 02, 1400 HRS CST (Bookings completed by 29 Jul)

AUG 03 EADs send to RSOPB NLT 26 AUG 02, 1400 HRS CST (Bookings completed by 28 Aug)

SEP 03 EADs send to RSOPB NLT 23 SEP 02, 1400 HRS CST (Bookings completed by 25 Sep)

(If PROMIS is still operational, the reservations will be done by the 8<sup>th</sup> day of the month following the projected EAD. PROMIS does not allow jobs to be built until 11 months out. )

c. **RESERVATION AND CREDIT:** Each group is provided a list of jobs based on their fair share of the yearly NetRes goal. Reservations will take place in the last week of the month instead of first week of following month as in years past. This allows everyone to receive credit in FY02. Each group should establish a cutoff date prior to AFRS cut-off date in order to reach the mandatory cut-off date to AFRS. Jobs not used will be put back in the job bank to be released at a later date.

d. **ELIGIBILITY:** Applicants must be traditional high school juniors who will graduate in the spring of 2003 and are eligible to enter the 2002/2003 school year as a senior. All applicants must meet all criteria in AFI 36-2002 and AETCI 36-2002 except for being a "currently enrolled high school senior".

e. **PROCESSING:** **Softbook applicants MUST be ASVAB qualified with a 50QT or higher and administered a physical before entering a SSAN against a softbook slot.** Softbook applicants can enter the DEP when they physical.

f. **JOB SELECTION:** Qualified applicants must choose a job from the list provided to each group. Groups must ensure that overselling does not occur. There will be no increases in the number of jobs released.

g. Due to instability of future requirements, please be aware that any decrease in accession levels, or AFSC requirements, could cause contract changes and/or changes in enlistment dates. NOTE: There are no bonuses at this time. DO NOT promise your applicant any type of bonus or six-year enlistment.

### 3. GUIDELINES:

#### a. GROUPS:

- (1) Groups are allocated a specific number of GTEPS based on their percentage of NET RES goal.
- (2) Groups must ensure the applicant's requested job and exact EAD date is entered in the AFSC preference (through AFRISS & PROMIS) prior to sending the spreadsheet to RSOPB (MEPS & SQ must also ensure this before forwarding up their chain).
- (3) Groups submit the spreadsheet to HQ AFRS/RSOPB by each month's established cutoff date. You must use the only the attached spreadsheet with all required info entered where required.
- (4) GROUPS WILL ENSURE ALL APPLICANTS ARE PLACED ON THE QW (IF PROMIS IS STILL OPERATIONAL) BEFORE THE REQUESTS ARE SENT TO THE JOB BANK. This will help to eliminate applicants who are not qualified for the AFSC requested. The MEPS liaisons are responsible for ensuring the applicant is qualified for the AFSC. This must be done manually and by bringing the applicant up in MILMOD using the "disqualification question mark" function.

#### b. MEPS:

- (1) MEPS liaisons are responsible for ensuring all applicants meet job prerequisites (TO INCLUDE MANUAL QC CHECKS), and for entering the softbook AFSC preference and the exact date in AFRISS and PROMIS. Do this before entering a SSAN against a AFSC slot. If this is not done or the AFRISS or PROMIS records are incomplete the softbook will be lost! Run the applicant in MILMOD and PROMIS to ensure they are qualified. Use the AFSC preference question mark function along with all manual checks. Also ensure you do not put a SSAN against a date before the applicant's graduation date.
- (2) MEPS will coordinate with SQ/Group to obtain softbook allocations. Once an allocation has been obtained from the group, the MEPS will enter the following information in the applicant's record in PROMIS (if still operational):
  - (a) Enter a "SB" disposition code in the appropriate block on page 1. (NOTE: If the record is updated for any reason AFTER the initial input of "SB", MEPS MUST ensure the disposition code is corrected to reflect "SB".) This is critical; failure to ensure the "SB" codes are accurate could result in the loss of softbook allocations.
  - (b) In the narrative block in PROMIS, page 1, make the following three part entry: "SOFTBOOK", followed by the EAD (3-letter abbreviation) and then the AFSC (5 digits). For example: SOFTBOOK/5 AUG 03/3P031
  - (c) Load the education code as a high school grad (D), with their graduation date; such as "0305" or "0306". They must be put on the QW prior to the Group sending the request to the job bank for reservation or they will not be reserved.

### 4. AFRISS/MILMOD/PROMIS RECORD PROBLEMS/LOST SOFTBOOK ALLOCATIONS:

- a. If the applicant does not meet the prerequisites for the job when HQ AFRS/RSOPB attempts to make the reservation in MILMOD, an alternate choice WILL NOT be considered and the softbook allocation will be lost. Any subsequent booking attempts will have to be made by the MEPS or squadron operations through normal booking procedures. For this reason, at the time of processing, applicants need to list other AFSC choices.
- b. If it is discovered an applicant does not meet the manual QC checks after the reservation has been made, the allocation will be lost with the cancellation and no backfill authorized.
- c. If HQ AFRS/RSOPB is unable to reserve any applicant due to RIC not on file, or record errors, the group will be notified of the problem. The group will have 24 hours to correct the problem or the allocation will be lost. As stated before, NO APPLICANT SUBSTITUTIONS will be considered.
- d. Refer any questions, through your appropriate chain of command, to TSgt Trowbridge, HQ AFRS/RSOPB, at DSN 487-4565 or commercial (210) 652-4565.

FOR THE COMMANDER

////////SIGNED////////

JAMES R. HOLADAY, Colonel, USAF  
Chief, Operations Division